



Job Title	Substance Use Prevention Program Coordinator
Department	Health and Human Services – Public Health Division -
Employment Status	Full-time
FLSA Status	Exempt
Classification	Grade 8

Scope of Work

Under the direction of the Assistant Public Health Director, the Substance Use Prevention Program Coordinator will manage the implementation of substance use prevention and education programs, practices, and policies within the Town of Needham to reduce substance use and promote positive health and wellness.

Supervision

Received	Assistant Public Health Director
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Utilizes the Substance Abuse and Mental Health Services Administration's Strategic Prevention Framework (SPF) in all facets of this work to decrease youth substance and build community collaboration.
- Actively promotes awareness and understanding of Needham's substance use prevention efforts through presentations, training, social media, and print media.
- Conducts surveys and focus groups to evaluate current policies, practices, and systems, and shall research best practices and innovative or emerging techniques for substance use prevention.
- Provides outreach to town agencies, volunteers, and community partners about upcoming trainings, activities, and events related to substance use prevention.
- Applies for grants and shall submit data and reports (programmatic and fiscal) to state and federal agencies and other funders.
- Ensures compliance with deadlines, deliverables, and work-plans.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

To be considered for the position, applicants must have at least:

- An understanding of the social determinants of health and a commitment to social justice, racial and health equity.
- 4-6 yrs. of work experience in prevention and/or public health (volunteer, intern, part-time & education maybe be considered).
- Completion of graduate coursework equal to a Master's Degree or higher in Public Health, Social Work, or something similar.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer